

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

November 1 - November 30, 2004

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Peggy A. DeLaTorre, CO**

Under Contract 68-R9-01-01

**Submitted
by**



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EPA Contract No. 68-R9-01-01
Superfund Records Management Support, Region 9

Monthly Report
November 2004

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on November 1.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on November 12.

The Records Center Performance Measurement Reports were submitted to the TOAM on November 10.

The Contract Documents Indexing Progress Report was submitted to the TOAM on November 5.

The Contracts On-Site Box Storage Report and the Cost Package Documentation Index were updated weekly in the *Express Link* database.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were generated and submitted to the EPA CBI Officer on November 10 and October 29 respectively.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on November 30.

The TOM met with the TOAM and the Contracting Officer on November 12 to review the monthly report and to verify the status of the Task Order.

The Operating Industries, Inc. Landfill indexing progress report was submitted to RPM Lance Richman on November 1.

A Librarian IV updated the *Circulation Department Procedures Manual* on November 22 and submitted it to the TOAM.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No work was performed under this subtask this reporting period.

Future Activities

Close-out activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 3,388 documents and edited 4,311 index records in the Superfund Document Management System (SDMS) database for the following sites and collections:

AEROJET GENERAL CORP (RANCHO CORDOVA)
ALAMEDA NAVAL AIR STATION
APACHE POWDER CO
APRA HARBOR NAVAL COMPLEX
BLUEWATER URANIUM MINE
BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA)
CASMALIA RESOURCES
CENTURY PLATING CO INC
COOPER DRUM
CRAZY HORSE SANITARY LANDFILL
DEL MONTE CORP (OAHU PLANTATION)
DEL NORTE PESTICIDE STORAGE
DENOVA ENVIRONMENTAL, INC
DICO OIL CO
ENVIROPUR/PRC
FMC CORP (FRESNO PLANT)
FRONTIER FERTILIZER
FRONTIER ROAD DRUM SITE
GAMBONINI MERCURY MINE
GEORGE AIR FORCE BASE
HAWAII STAGING AND LIGHTING SITE
HILO BURRITO
HUMBOLDT SMELTER
INDIAN BEND WASH AREA
JET PROPULSION LABORATORY
LA HABRA STUCCO
LAYTONVILLE DUMP
LCT ENVIRONMENTAL
LEVIATHAN MINE
LIBBY SISTER SITES (ASBESTOS PROJECT)
LORENTZ BARREL & DRUM CO
MCCLEUR TAILINGS
MCCORMICK & BAXTER CREOSOTE
MCFARLAND STUDY AREA
MODESTO GROUND WATER CONTAMINATION
MOFFETT NAVAL AIR STATION
MONITOR PLATING
MONITOR POLISHING & PLATING
MONTROSE CHEMICAL CORP/DEL AMO FACILITY
MORONGO INDIAN RESERVATION PESTICIDES
MORRO BAY BEACH INCIDENT
MOTOROLA, INC (52ND STREET PLANT)
NATIONAL CEMENT CO
NATIONAL GYPSUM (LONG BEACH)
NATIONAL GYPSUM (RICHMOND)
NATIONAL RESOURCES ABANDONED DRUMS
NAVAJO - DESIDERO GROUP URANIUM MINES

NAVAJO SHEEP DIP VAT PROJECT
NAVAJO FOREST PRODUCTS INDUSTRIES
NAVAJO PESTICIDES
NAVAJO RADIOACTIVE HOGANS SITE
NAVAL AIR STA AGANA
NAVARRO PROPERTY
NETWORK SCIENCES INC
NEW IDRIA MERCURY MINE
NEWMARK GROUNDWATER CONTAMINATION
NORCO DRUG
NORTON AIR FORCE BASE
OAK RIDGE HIGH ASBESTOS
OILDALE EARTHEN STORAGE TANKS
OLD CARSON MILL SITE BROWNFIELDS
OLD DRY CLEANER
OLD PAYSON CLEANERS
OLINGHOUSE MERCURY MINE
OMEGA CHEMICAL CORP
ONSTOTT DUSTERS INC (1) YUBA CITY
ONTARIO DRUMS
OPERATING INDUSTRIES, INC LANDFILL
ORDOT LANDFILL
OWYHEE NEVADA
PABCO GYPSUM CO (LAS VEGAS)
PACIFIC WASTE DISPOSAL SERVICES
PAISANO HYDROMET CORP
PARCEL 8
PARKER DIESEL
PARKER EXCAVATING
PARLIN FORK/CA DEPT OF FORESTRY
PASADENA INTERMODAL TRANSIT
PEARL HARBOR NAVAL SHIPYARD
PETE CLAIM NO 7 MINE
PG&E GAS PLANT PITTSBURG
PHELPS DODGE DOUGLAS REDUCTION
PHELPS DODGE VERDE MINE
PHIL'S BURGER & DRUMS
PHOENIX GOODYEAR AIRPORT AREA
PIMA PAVING INC
PIONEER OIL FLD
PIONEER PAINT & VARNISH CO
PIONEER PIT AND GARDNER'S
PIRELLI CABLE CORP
PITI POWER PLT
PITTSBURG DES MOINES CORP
PLACENTIA TRAIN DERAILMENT
PLACER ENGINEERING CO
PLATE SHOP THE
PLAYA VISTA
PLAZA AUTOMOTIVE CENTER
PLAZA LAUNDRY
PLEITO OIL FLD
PLESSEY MICRO SCIENCE INC
PLUMBAGO MINES INC

PLYWOOD MFG PLT DIAMOND LANDS
PM MINERALS
POINT ARENA AIR FORCE STATION
POINT ISABEL
POINT SUR NAVAL FACILITY
POLAR STAR MINE
POLYMER CONCEPTS
PONDEROSA PAPER PRODS INC
POOL COVERS INC
PORT OF OAKLAND
PORT OF RICHMOND SHIPYARDS
PORT OF SAN FRANCISCO - PIER 70
PORTER HK CO INC
PORTSMOUTH NAVAL HOUSING AREA
POTTER VALLEY/LOUISIANA PACIFIC
POWER FLO BATTERY
POWERS MALCOM P & MALCOM D
PPG INDUSTRIES BARTLETT PLT
PPG INDUSTRIES INC WORKS 24
PRADO PETROLEUM CO
PRAXAIR
PRECISE METAL PRODUCTS
PRECISION MECHANICAL
PRECISION MEDIA CORP
PRECISION MONOLITHICS INC
PRECISSI FLYING SERVICE
PREMDOE WEST INC
PREMIER PLATING PROPERTY
PRESCOTT LANDFILL
PRESERVATION AVIATION
PRESIDIO OF SAN FRANCISCO
PRESTIGE CLEANERS (LAS VEGAS)
PRESTO MATIC AUTO SUPPLY
PRICE COMPANY
PRINCE ROMERO BUSINESS
PROCTOR & GAMBLE
PRODUCTS RESEARCH CHEMICAL CO
PROTOMOLD MFG
PROVERTY TANK DIP VAT
PRUNER AIRPORT
PUERCO RIVER SITE
PUNAMANO AIR FORCE STATION
PUREGRO CO GILBERT
PUREGRO CO HEBER
PUREGRO CO TOLLESON
PUREGRO CO YUMA
PUREGRO CO UNIT 127
PUREGRO CO UNIT 147
PUREX CORP
PUREX CORP B&W CHEM DIV
PUREX CORP BARON BLAKESLEE DIV (HARBOR)
PUREX CORP BARON BLAKESLEE DIV (O'NEILL)
PUREX CORP CAL WESTERN PLASTIC DIV
PUREX CORP TURCO PRODS CENTRAL AVE

PUREX CORP TURCO PRODS INDUSTRIAL ST
PUREX IND DIV OF T P IND INC
PURITY OIL SALES
PYRAMID CONNECTOR INC
QUALITY PRINTED CIRCUITS
QUEEN CREEK NITRIC ACID RELEASE
RALPH GRAY TRUCKING CO
RAVENSWOOD INDUSTRIAL AREA
RCRA UNDERGROUND STORAGE TANKS
RELIANCE CRANE
RIALTO COLTON PLUME
RICHMOND TOWNHOUSE APARTMENTS
RIVERBANK ARMY AMMUNITION
ROLLINGS PROPERTY
RR&RR EVANS COMPANY
SACRAMENTO ARMY DEPOT
SAIPAN CAPACITORS
SALTON SEA TEST BASE
SAN FERNANDO VALLEY
SAN GABRIEL VALLEY (AREAS 1-4)
SANDERS AVIATION
SELMA TREATING CO
SOLOMONS MINES INC (WRG)
SOUTH BAY #1
SOUTH BAY ASBESTOS AREA
TARP (TUCSON INTERNATIONAL AIRPORT AREA)
THERM-O-ROCK IND
TRAVIS AIR FORCE BASE
TREASURE ISLAND NAVAL STATION-HUN PT AN
TUCSON AFP 44 (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA)
US GYPSUM (EMPIRE)
US GYPSUM (FLINTCOTE)
US GYPSUM (SANTA FE SPRINGS)
VERMICULITE OF HAWAII, INC
WR GRACE (SANTA ANA)
WYLE LABS NORCO FACILITY

The site assessment Librarian IV received 4 lft. of new documents, of which .8 lft. were federal facilities documents, and processed 9 new sites.

Staff conducted quality assurance on approximately 997.5 lft. of remedial and removal site files during November. The process included shelf-reading, verifying that all documents are accounted for and are foldered appropriately, and verifying that the folders contain the correct documents and are shelved in their designated locations. Staff shifted approximately 7 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shifted 3 lft. of files to make room for new and returned documents.

On November 1, staff met with the TOAM, RPM Rick Sugarek, and CH2MHill contractor Doris Powers in a teleconference call to discuss the transfer of over 200 boxes of Iron Mountain Mine site documents directly from the contractor's facility in Redding, CA to the Federal Records Center in

San Bruno, CA. Preliminary information was exchanged so that this project could move forward.

On November 4 and 12, the RIM IV/Head Indexer, met with RPMs Andria Benner and Mary Aycock, to discuss indexing requirements for the Phoenix Goodyear Airport Area site.

On November 19, staff met with the TOAM and Environmental Protection Specialist, La Donna Thomas, to discuss the RCRA Underground Storage Tanks project. Records Center procedures and indexing requirements were discussed so that the project could move forward.

The site assessment Librarian IV worked 3.7 hours on the Oil Facility Response Plans collection, interfiling update pages into documents already on the shelf and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS database.

2.2 Document Pick-up, Processing, File Management, and Storage

37.9 lft. of documents were collected from 75 Hawthorne. A total of 15 Transfer of Records forms was processed.

.7 lft. of documents were retrieved from off-site storage at the FRC.

Staff performed quality assurance on .2 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on November 18.

Future Activities

Staff will continue to work on the organization, verification, and retirement of material in the Box Storage Department.

The Document Processing RMS III and Information Aide will continue to process files, shelve, and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured documents for the following sites/collections.

After scanning, the documents were forwarded for retirement to the FRC:

- AEROJET GENERAL CORP (RANCHO CORDOVA) (8 documents) (69 pages)
- ALCO PACIFIC INC (1 document) (95 pages)
- BAKERSFIELD CHROME & BUMPER (1 document) (95 pages)
- BROWN AND BRYANT INC SHAFTER FACILITY (28 documents) (291 pages)
- BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA) (5 documents) (98 pages)
- CASMALIA RESOURCES (540 documents) (2876 pages)
- DEL MONTE CORP (OAHU PLANTATION) (1 document) (208 pages)
- DENOVA ENVIRONMENTAL, INC (2 documents) (25 pages)
- ENVIROPUR/PRC (2 documents) (118 pages)
- FACTORY STREET SITE (1 document) (95 pages)
- FMC CORP (FRESNO PLANT) (1 document) (4 pages)
- FORD CITY BURN DUMP (1 document) (331 pages)

FRONTIER FERTILIZER (88 documents) (257 pages)
 GIBSON OIL & REFINING CO - BAKERSFIELD (1 document) (95 pages)
 GREY EAGLE MINE (1 document) (95 pages)
 IRON MOUNTAIN MINE (4 documents) (27 pages)
 LAVA CAP MINE (1 document) (95 pages)
 LEVIATHAN MINE (1 document) (95 pages)
 LOLA DRUM (1 document) (23 pages)
 LORENTZ BARREL & DRUM CO (1 document) (118 pages)
 MCFARLAND STUDY AREA (3 documents) (55 pages)
 MONTROSE CHEMICAL CORP (1 document) (117 pages)
 MOTOROLA, INC (52ND STREET PLANT) (8 documents) (24 pages)
 MOUREN-LAURENS OIL (1 document) (95 pages)
 MTBE CHARNOCK (17 documents) (17 pages)
 NAVAJO FOREST PRODUCTS INDUSTRIES (1 document) (11 pages)
 NAVARRO PROPERTY (1 document) (19 pages)
 OMEGA CHEMICAL CORP (3 documents) (144 pages)
 OPERATING INDUSTRIES, INC LANDFILL (1446 documents) (9091 pages)
 PEARL HARBOR NAVAL COMPLEX (3 documents) (165 pages)
 PEMACO MAYWOOD (21 documents) (211 pages)
 PG&E GAS PLANT PITTSBURG (2 documents) (14 pages)
 PHOENIX GOODYEAR AIRPORT AREA (38 documents) (2086 pages)
 POLAR STAR MINE (1 document) (95 pages)
 PRADO PETROLEUM CO (1 document) (7 pages)
 PRAXAIR (1 document) (108 pages)
 PRC PATTERSON (1 document) (95 pages)
 PRECISE METAL PRODUCTS (7 documents) (289 pages)
 PRECISSI FLYING SERVICE (2 documents) (52 pages)
 PREMDOE WEST INC (2 documents) (258 pages)
 PRESCOTT LANDFILL (5 documents) (315 pages)
 PRESTIGE CLEANERS (LAS VEGAS) (2 documents) (31 pages)
 PRESTO MATIC AUTO SUPPLY (1 document) (21 pages)
 PURITY OIL SALES (3 documents) (276 pages)
 RIALTO COLTON PLUME (3 documents) (470 pages)
 SACRAMENTO ARMY DEPOT (2 documents) (36 pages)
 SAIPAN CAPACITORS (2 documents) (227 pages)
 SAN GABRIEL VALLEY (AREAS 1-4) (135 documents) (936 pages)
 SANDERS AVIATION (24 documents) (927 pages)
 SCHOFIELD BARRACKS (6 documents) (426 pages)
 SOUTHWEST PHOTO CHEM (1 document) (95 pages)
 SUPERCHROME PLATING (1 document) (95 pages)
 TARP (TUCSON INTERNATIONAL AIRPORT AREA) (5 documents) (99 pages)
 TUCSON AFP (TUCSON INTERNATIONAL AIRPORT AREA) (5 documents) (98 pages)
 TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA) (5 documents)
 (98 pages)
 TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA) (5 documents)
 (98 pages)
 WEST COAST PLATING CO (1 document) (95 pages)

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

No work was performed under this subtask this reporting period.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents, and enter the SDMS document IDs into the WasteLAN database.

2.5 Financial Documentation/Cost Recovery Packaging

Seventeen Financial Cost Documentation Packages for the following sites were processed through the Accounting, Program, or Enforcement Final copy:

CTS PRINTEX, INC (SSID H5)
LORENTZ BARREL & DRUM CO (SSID X8)
MCCLEUR TAILINGS (SSID KM)
OMEGA CHEMICAL CORP (SSID BC)
OPERATING INDUSTRIES, INC LANDFILL (SSID 58)
PHOENIX GOODYEAR AIRPORT AREA (SSID R8)
SAN GABRIEL VALLEY (AREAS 1-4) (SSIDs 27, M5, 7B, 4X, 8V, M4, 9E)
SAN GABRIEL VALLEY (AREAS 1-4), PUENTE VALLEY (SSID 8W)
INDIAN BEND WASH AREA, DCE CIRCUITS (SSID Y1)
TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT) (SSID 1C)
WASTE DISPOSAL INC (SSID C1)

Cost Recovery Department staff scanned 26 documents into the SCORPIOS system. Total scanning hours: 18.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on October 29.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 2.5 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production.

Staff processed 153 requests for documents, performed 1,080 database searches in SDMS, and provided 2,659 documents for EPA staff and other requesters.

Fifty-eight indexes were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS database.

3.1 Freedom of Information Act (FOIA)

Staff provided 17.5 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 9 requests for the following sites:

COAST WOOD PRESERVING
G&R METALS
HAWAII METALS RECYCLING CO

MEW STUDY AREA
MONITOR PLATING
SANMINA CORPORATION I
SHELL OIL CO SAN JOSE
SOLID STATE SOURCES
SULPHUR BANK MERCURY MINE
TCL DUMP
TENNECO CHEM INC PLEASANTON PLT
TREASURE ISLAND NAVAL STATION
TRUCK EXPRESS HAZ WASTE TRANS
US NAVY NWS SEAL BEACH POMONA ANNEX

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 8,535 non-FOIA-related pages for EPA and other requesters and sent approximately 1,074 pages off-site to a copy service. In addition, staff printed 176 pages from SDMS.

At the request of EPA attorney, John Lyons, 4 documents from the Iron Mountain Mine site were redacted in preparation for the upcoming AR. And at the request of EPA attorney, Dustin Minor, 3 documents from the Modesto Groundwater Contamination site were redacted.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 20 requests for documents on CD-ROMs. A total of 126,353 pages was transferred to CDs. Collections were provided for the following sites:

AEROJET GENERAL CORP (RANCHO CORDOVA)(1 collection)
AMCO CHEMICAL (1 collection)
CRAZY HORSE SANITARY LANDFILL (1 collection)
DENOVA ENVIRONMENTAL, INC (1 collection)
GIBSON OIL & REFINING CO - BAKERSFIELD (1 collection)
IRON MOUNTAIN MINE (1 collection)
KLAU/BUENA VISTA MINE (1 collection)
MODESTO GROUND WATER CONTAMINATION (1 collection)
MOTOROLA, INC (52ND STREET PLANT) (1 collection)
MTBE TUBA CITY (1 collection)
OMEGA CHEMICAL CORP (1 collection)
RIALTO COLTON PLUME (1 collection)
SAN FERNANDO VALLEY (2 collections)
SAN GABRIEL VALLEY (AREAS 1-4) (7 collections)

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No work was performed under this subtask this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The Iron Mountain Mine Sediment Studies OU AR was compiled, copied, and sent to repositories on November 29.

The UCLA Young Research Library was called for information and the Repositories database was updated on November 19.

On November 1 staff met with the TOAM and RPM Kevin Mayer to conduct the kick-off meeting for the Leviathan Mine Administrative Record. Indexing requirements and scheduling issues were resolved so that initial work on this project could begin.

Work-performed compilations for the following sites were created or updated:

FRESNO MUNICIPAL SANITARY LANDFILL (SSID H7)
INDIAN BEND WASH AREA, NORTH, SCOTTSDALE OU (SSID 20)
INDIAN BEND WASH AREA, SOUTH, DCE CIRCUITS (SSID Y1)
MCCLEUR TAILINGS (SSID KM)
MEW STUDY AREA (SSID M6)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No work was performed under this subtask this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The TOM held an all-hands staff meeting on November 24.

The TOM held a Managers/Supervisors meeting on November 20.

The TOM held an SDMS Department meeting on November 9.

The RIM IV/Assistant Manager held meetings with special projects staff on November 2, 11, and 16.

The RIM IV/Circulation Department Supervisor held a departmental meeting on November 16.

The TOM held Cost Recovery Department meetings on November 2 and 18.

The RIM IV/Computer Support Department Supervisor held a departmental meeting on November 22.

The TOM requested and received approval for purchase of: photocopier maintenance from Konica Minolta, Inc. on November 2; archival photograph sleeves from Light Impressions on November 9; and a yearly maintenance agreement for a microfilm reader-printer from Applied Microfilm Systems, Inc. on November 29.

Future Activities

Staff meetings will be conducted by the TOM and department heads.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well-stocked and in working order.

Task 6: Training and Orientation

No work was performed under this subtask this reporting period.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on November 12.

A RIM IV coordinated with Region 9 LAN Administrators and support contractor staff at Research Triangle Park, NC (RTP) to troubleshoot and test repairs of the Microsoft domain issues.

A RIM IV assisted imaging support contractor staff at RTP and Region 9 systems administrators with installing Ascent Capture on the R9WISDMS server on November 18.

A RIM IV, with the assistance of imaging support contractor staff at RTP, reinstalled Ascent Capture on the scanning workstations and image processing workstation on November 19.

A RIM IV imported 7,500 unprocessed TIF files into Ascent Capture Batch Manager that were created prior to the system failure on November 22-24.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The TOM and RIM IV/Assistant Manager attended a national Superfund Records Managers/SDMS Workgroup teleconference meeting on November 17.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS Workgroup teleconference meeting in December.

II. DIFFICULTIES ENCOUNTERED

The EPA local area network lost communication with the Microsoft domain server on November 2. Consequently, staff had no access to the SDMS or Ascent Capture applications, and were unable to index, edit, or scan documents. The TOAM was notified immediately of the problem. During the outage, indexing staff were reassigned to document processing duties, and scanning staff focussed on hardcopy preparation tasks.

Records Center Computer Support Department staff assisted EPA LAN administrators and contractors in RTP to bring SDMS back online on November 9, restoring indexing capabilities. They also assisted with the reinstallation of Ascent Capture software on the R9WISDMS server on November 18. Client software and video cards were reinstalled on the three scanning workstations and the workstation that processes images. The scanning stations became operational on November 19.

III. PERSONNEL ACTION

RMS III/Cost Recovery Specialist, Elisa Bascos' last day was November 4. Per direction from the TOAM, this position will not be filled at this time.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 32 new projects. In addition, the TOAM submitted 7 requests for information or support in person, via telephone, or via E-mail.

Superfund Records Management Support, Region 9 (Contract #68-R9-01-01)

November 2004

New File Footage

New Files Received	Footage	Year to Date
1,124	40.2 LFT	76.9 LFT

Inventories

Records Surveyed	Year to Date
39.9 LFT	97.4 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
525	0	0	525 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
94			1	36	0		6	137